



Administrative Policies and Procedures: 21.19

Subject:	Education Passport
Authority:	TCA 37-1-130, 37-1-140, 37-5-105, 37-5-106
Standards:	DCS Practice Model Standards: 6-409
Application:	All Department of Children's Services Employees, Resource Parents, Contract Provider Agencies

Policy Statement:

All children in DCS custody receiving education services shall have an education passport.

Purpose:

To ensure a quick transfer of records, information and individual support when children change schools or educational services.

Procedures:

A. Compiling and maintaining the education passport

1. The **Education Passport (form CS-0657)** is defined as a compilation of documents that constitute the educational history for a student. It includes the *education passport face sheet* and the following documents:
 - a) School enrollment letter;
 - b) Vital records;
 - c) Academic history records;
 - d) Attendance/discipline records;
 - e) Special Education records, and
 - f) Health information (only as it impacts the school day – examples: asthma inhaler, meds taken at school)
2. The Family Service Worker (FSW) will immediately begin to compile the education passport when the child/youth is placed in DCS custody.
3. The FSW will place the completed education passport face sheet along with supporting school records in the child/youth's case file as outlined in DCS policy, [31.5, Regional and Field Services Child Case Files](#).
4. The FSW will maintain the education passport information by routinely updating it with copies of each grade report (including attendance data), school disciplinary records, state mandated achievement test scores and special education information.

	<ol style="list-style-type: none"> 5. A new education passport face sheet will be completed each time a child/youth change schools. 6. When there is a problem when requesting school records, the regional education specialist must be contacted. 7. Pursuant to DCS Policy 21.18, Notification to School Principals of Certain Delinquent Adjudications, form CS-0703, Adjudication Notification to School Principals <u>must not</u> be included in the Education Passport.
B. Providing the education passport to schools, foster parents, and students	<ol style="list-style-type: none"> 1. The FSW will provide the education passport to the new school, public or private, including contract agency in-house schools, DCS group home schools and Youth Development Center schools. 2. The FSW will provide a School Enrollment Letter to the new school along with the education passport. 3. Upon placement of a child, the FSW will provide a copy of the education passport to DCS resource parents or to provider resource parents. 4. The FSW will provide a copy of the education passport to students who leave custody at the age of majority.
C. Withdrawing a child/youth from a school	<ol style="list-style-type: none"> 1. Obtain a completed school withdrawal form. To enroll a child in a new public school, the new school will require a withdrawal form from the child's previous public school. 2. Add school records from the school of withdrawal to the education passport. This will update the passport with information needed at the child/youth's next education placement.

Forms:	CS-0657, Education Passport Face Sheet CS-0703, Adjudication Notification to School Principal School Enrollment Letter
Collateral documents:	DCS Education Work Plan